

Travel



Pre-approval

- Check with your Department Chair to discuss your travel plans:
 - Gather a few flight estimates, hotel stay estimate, food per diems, transportation to/from airport, conference fee etc.
 - Let Chair know the approximate total cost of the trip.
- Printout from conference website or flyer showing
 - Date
 - Location
 - Time
 - Cost
- Printout of estimated cost of airfare
- Printout of estimated cost of hotel
- Printout of estimated cost of conference
- Make sure you estimate for (no printout needed)
 - Rideshare
 - Parking
 - Baggage Fee

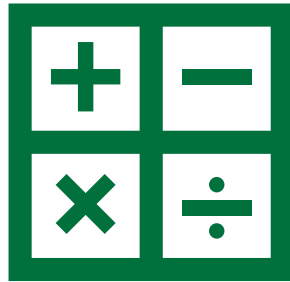


Budget



Fund

Where does the money come from?



Organization

Who is responsible for the money?



Account

What type of cost is the transaction?



Program

What function does the purchase support?



Location

At which campus does the activity occur?

Program



101

Instructional Support

(101xxx – Applied Music, Dental Clinic, etc.)



102xxx

Workforce Programs



201

Academic Support



301

Student Services Support

(301xxx – Student Services, Athletics, etc.)



601

**Operations and
Maintenance Support**



701

Institutional Support

Approval Queues

Organizational structure is basis for approval queues

Travel Pre-approval



Travel Expense Report Example



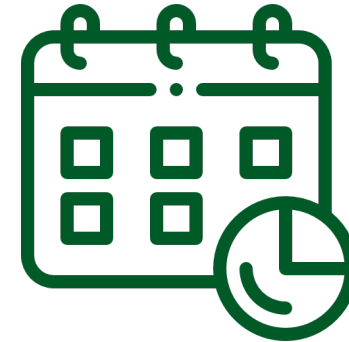
Employee Reimbursement



Submitted
through CCRI
Chrome River



Original receipt
required




Must be entered within
7 days of purchase


- All CCRI Purchasing rules and regulations still apply. Purchases are less than \$500. All reimbursements are subject to review by CCRI Purchasing and Accounts Payable.

Online/Virtual Conferences and Workshops

 *No Chrome River preapproval is needed* 

Having Difficulty?

Community College of Rhode Island  AMERICA'S 3-YEAR COLLEGE OF THE YEAR Login



NEED TRAVEL HELP?

CCRI > Finance and Strategy > Accounts Payable > Need Travel Help?

Need Travel Help?

We understand that issues do arise. Please use the below form to submit an issue for research and resolution to our Travel department.

If you are reporting an issue on behalf of another employee (ex: Supervisor reporting issue for their employee), please provide your contact information, phone and email.

Name *

CCRI email *

Best phone number for contact *

Travel Issue *

Please Select

If "Other" is selected, please be as descriptive as possible.

Issue Description *

Finance and Strategy Links

- Finance and Strategy Home
- Accounts Payable Office
- Budget Office
- Chart of Accounts
- Campus Bookstore
- Controller's Office
- Information Technology
- Payroll Office
- Purchasing Office
- Forms
- Tools and Resources
- HEERF
- Room Scheduling
- Staff

Contact Information

Deborah Lewis

Commonly Reported Issues:

- Difficulty submitting my pre-approval
- Difficulty completing in-state travel
- Difficulty completing out of state travel
- Difficulty submitting expense report
- Difficulty submitting mileage reimbursement
- Difficulty submitting employee reimbursement
- Unable to sign into Chrome River or Concur